



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

August 28, 2013

MEMORANDUM

TO: All Department of Public Safety Employees

FROM: Mitch Owen 
Human Resource Deputy Director of Organizational Development

RE: Learning Management System

On **September 1, 2013** the NC Department of Public Safety will join other State Agencies in the use of an online Learning Management System (LMS). The LMS allows employees to search, access, register, complete, track and report on all training activities. Some benefits of the new LMS include the electronic scheduling and registration of training, the inclusion of online training, assessment and testing functions, portability between agencies, online acknowledgement of policy, and the tracking of certifications.

To access the Learning Management System, you will simply log into the BEACON/SAP system and click on the "Learning" tab. On the next screen, click "Submit" to launch the NC Learning Center. No password will be requested since the LMS uses your NCID from Beacon/SAP. Initially you will not see many training opportunities listed as it will take the agency a few months to reach maximum functionality. You will see on your training transcript an introductory orientation to the Learning Management System. Simply click LAUNCH to view this introduction.

Supervisors will be able to view the training transcripts of their direct reports which include training progress and activities. This access is based on the reporting relationship in the BEACON/SAP system. In the new LMS, the default setting for training approval and requests is the first line supervisor. Before supervisors approve any training requests, they should ensure that they have followed any existing division and/or section training protocols.

More information will be distributed as we implement training programs within the new system over the next several months. In some cases, auto-registration and self-registration will allow us to maximize the efficiency of how you enroll in training. These changes will result in new ways of registering for certain classes. During the transition, please continue to request training using the current training registration process unless notified otherwise. As we rollout specific classes, we will keep you informed of any new methods.

You should anticipate that we will have a transition period where we will be using multiple systems for registration and training management. While historical training records from existing DPS systems will continue to be maintained in those systems, you should experience greater access to training records as you begin to register and take training in the new system.

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You will be receiving additional information in the coming weeks.

MO:mks

Cc: Secretary Frank L. Perry
Commissioner Lorrie Dollar
Commissioner James Gorham
Commissioner W. David Guice
Mr. Bennie Aiken
Mr. Ellis Boyle
Mr. David A. Shehdan